



OFFICE OF THE MUNICIPAL AGRICULTURIST

CITIZEN'S CHARTER

I. Functional Statement

Provide Maximum Assistance And Access To Resources And Production, Processing And Marketing of Agricultural And Marine Products.

II. VISION

“Likas kayang pagsasaka, pangngisda at masiglang turismo na may matatag na pamumuno tungo sa masagana at maunlad na pamayanan.”

III. MISSION

Increase Production through Application of Sustainable Modern Farming Technologies.

IV. SERVICE PLEDGE

We the employees of the Office of the Municipal Agriculturist do hereby pledge and commit to deliver quality services as promised in this Citizens Charter. Specifically, we will:

- Provide assistance to farmers and fisherfolks through farm and home visit, farmer field school and trainings and seminars.
- Provide inputs to farmers and fisherfolks. Such as seeds, fertilizer, garden tools and equipments, Machineries and fishing gears and paraphernalia.
- Monitor the implementation of projects/programs.
- Monitor different machineries granted to farmers, and performance of seeds distributed.
- To Formulate Comprehensive Agricultural Development Plan to Attain Food Sufficiency in the Municipality.
- To Promote Strong Coordination with the National, Local Government, NGO's, PO's to Deliver Basic Agricultural Services.
- Strengthening of Rural Based Organization Through managing Livelihood Projects.

V. CORE VALUES

- Transparency and Accountability
- Dedication to Deliver Basic Agricultural Services
- Honesty and Integrity



LIST OF SERVICES

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OFFICE OF THE MUNICIPAL AGRICULTURIST
EXTERNAL SERVICES

1. Provision of Planting Materials for Rice, Corn HVCDP and Assorted fruit trees.

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		Government to Farmers		
Who may avail:		Farmers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Document			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	10 Minutes	<i>Ariel G. Sabenacio Agriculturist – I John Paul G. Rey Agriculturist – I Mario F. Andao Pest Control Technician – I Joelyn S. Cacacha Bookbinder II</i>
	1.2 Review request and forward to program focal person	None	10 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.3 Check for the availability of seeds/planting materials	None	10 Minutes	<i>Ariel G. Sabenacio Agriculturist – I John Paul G. Rey Agriculturist – I Mario F. Andao Pest Control Technician – I Joelyn S. Cacacha Bookbinder II</i>
	1.4 Check the RSBSA registration of the client	None	15 Minutes	<i>John Paul G. Rey Agriculturist – I Mario F. Andao Pest Control Technician – I Joelyn S. Cacacha Bookbinder II</i>
	1.5 Release of seeds/planting material/sign to logbook and masterlist	None	2 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ariel G. Sabenacio Agriculturist – I John Paul G. Rey Agriculturist – I Mario F. Andao Pest Control Technician – I</i>
TOTAL:		None	37 Minutes	

2. Provision of training on food crop production; Rice, Corn and Vegetables.

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Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government to Farmers			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Document			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit Request	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	5 Minutes	<i>Joenelyn S. Cacacha Bookbinder II Mario F. Andao Pest Contron Technician – I</i>
	1.2 Review request and forward to program focal person	None	10 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.3 Review request for the minimum requirements for the conduct of training; ex; no. of participants/venue	None	30 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Mario F. Andao Pest Control Technician - I Jose D. Rey Jr. II Pest Control Technician - I</i>
	1.4 Check for the availability of funds for training and training materials	None	30 Minutes	<i>Joenelyn S. Cacacha Bookbinder – II Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.5 Schedule of training; farmers group and program Focal person	None	20 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I</i>
	TOTAL:	None	1 Hour 35 Minutes	

3. Establishment of Demonstration Projects on Rice, Corn and Vegetables.

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Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government to Farmers			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Document			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit Request	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	5 Minutes	Ronald S. Galapin Engineer Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I
T	1.2 Review request and forward to program focal person	None	10 Minutes	Hilarion R. Villareal OIC-Municipal Agriculturist
	1.3 Check for the availability of funds for the establishment of demo farms	None	30 Minutes	Hilarion R. Villareal OIC-Municipal Agriculturist Joenelyn S. Cacacha Bookbinder – II
	1.4 Setting of schedule for site inspection	None	20 Minutes	Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I
	1.5 Conduct site inspection, conduct GPS area measurement and Geotagging	None	1 day	Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I

				<i>Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Ryan Kenneth G. Abrina P.C.W</i>
	1.6 Schedule Start of the project/demonstration program	None	1 hr.	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I Ryan Kenneth G. Abrina P.C.W</i>
	TOTAL:	None	1 Day 2 Hours 5 Minutes	

4. Provision of Crop Protection Assistance.

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government to Farmers			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Document			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit Request	1.1 Receive and enter to the request logbook and report to	None	10 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer</i>

	municipal agriculturist			<i>Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I Ryan Kenneth G. Abrina P.C.W</i>
	1.2 Review request and forward to program focal person	None	10 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.3 Check for the availability of Materials/Chemicals for crop protection	None	10 Minutes	<i>Joenelyn S. Cacacha Bookbinder – II Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.4 Check the RSBSA registration of the client	None	15 Minutes	<i>Joenelyn S. Cacacha Bookbinder II Mario F. Andao P.C.T – I John Paul G. Rey Agriculturist – I</i>
	1.5 Release of Crop protection materials	None	2 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I Ryan Kenneth G. Abrina P.C.W</i>
	TOTAL:	None	1 Day 2 Hours 5 Minutes	

5. Provision of Technical Assistance Thru Extension Visits (Farm and Home Visits).

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		Government to Farmers		
Who may avail:		Farmers		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive Technical assistance	1.1 Request for pass slip from immediate supervisor	None	15 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I Chris Anthony F. Cabanig Aquaculture Tech – I Ryan Kenneth G. Abrina P.C.W Wilmer V. Cabatac Farm Worker Danny D. Yara Farm Worker – I</i>
	1.2 Technician will travel to its Barangay of Assignment	None	1 hour	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist</i>

				<i>John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I Chris Anthony F. Cabanig Aquaculture Tech – I Ryan Kenneth G. Abrina P.C.W Wilmer V. Cabatac Farm Worker Danny D. Yara Farm Worker – I</i>
	1.3 Technician will conduct farm and home visits to farmers clientele to identify their needs and assess their farm and provide technical assistance	None	6 hours	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I Chris Anthony F. Cabanig Aquaculture Tech – I Ryan Kenneth G. Abrina P.C.W Wilmer V. Cabatac Farm Worker Danny D. Yara Farm Worker – I</i>
	1.4 Technician returns to official station	None	1 Hour	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I</i>

				<i>Chris Anthony F. Cabanig Aquaculture Tech – I Ryan Kenneth G. Abrina P.C.W Wilmer V. Cabatac Farm Worker Danny D. Yara Farm Worker – I</i>
	TOTAL:	None	8 Hours 15 Minutes	

6. Strengthening of farm based organization, 4H Club, FA RIC, MAFC, MFARMC, Seed Grower and IA.

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Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government to Farmers/Cienteles			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Request for organization/re election and enrollment of members	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	15 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Joenelyn S. Cacacha Bookbinder – II</i>
	1.2 Review request and forward to program focal person	None	30 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.3 Schedule a visit to meet with the organization		30 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I</i>

				<i>Chris Anthony F. Cabanig Aquaculture Tech – I Ryan Kenneth G. Abrina P.C.W Wilmer V. Cabatac Farm Worker Danny D. Yara Farm Worker – I</i>
	1.3 Visit the organization to conduct meeting and assist the organization	None	1 Day	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer Ariel G. Sabenacio Agriculturist – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I John Paul G. Rey Agriculturist I Ariel L. Factor Agri. Technologist John Carlo B. Andao Farm Worker I Jay Ar M. Fontanilla P.C.T – I Chris Anthony F. Cabanig Aquaculture Tech – I Ryan Kenneth G. Abrina P.C.W Wilmer V. Cabatac Farm Worker Danny D. Yara Farm Worker – I</i>
	TOTAL:	None	1 Day 1 Hours 15 Minutes	

7. Mechanized Land Preparation.

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:	Office of the Municipal Agriculturist
Classification:	Simple
Type of Transaction:	Government to Farmers/Clientele
Who may avail:	Farmers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

Office of the Municipal Agriculturist				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit Request for mechanized land preparation	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	15 Minutes	Ronald S. Galapin Engineer – I Joenelyn S. Cacacha Bookbinder II Wilmer V. Cabatac Farm Worker – I Ryan Kenneth G. Abrina P.C.W.
	1.2 Review request and forward to program focal person to check for the availability of tractor	None	30 Minutes	Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer – I Joenelyn S. Cacacha Bookbinder II
	1.3 Farmer will be advised to proceed to Municipal Treasurers office for payment	2,000/hect are	30 Minutes	Collecting Officer Municipal Treasurers Office
	1.4 Farmer/Clientel e will present the Official receipt to Agri staff for record and schedule mechanized land prep to his/her area.	None	20	Ronald S. Galapin Engineer – I Joenelyn S. Cacacha Bookbinder II Wilmer V. Cabatac Farm Worker – I Ryan Kenneth G. Abrina P.C.W.
	1.5 Tractor operator will conduct mechanized land preparation	None	1 day	Ronald S. Galapin Engineer – I Wilmer V. Cabatac Farm Worker I Ryan Kenneth G. Abrina PCW
	TOTAL:	None	1 day 1 Hour 35 Minutes	

8. Mango Pulp Weevil & Brontispa Monitoring.

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:	Office of the Municipal Agriculturist
Classification:	Simple

Type of Transaction:	Government to Farmers/Clientele			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Office of the Municipal Agriculturist				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Report of infestation or request for inspection of their plants	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	15 Minutes	<i>Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I Jay Ar M. Fontanilla P.C.T – I Ryan Kenneth G. Abrina P.C.W</i>
	1.2 Review request and forward to program focal person	None	15 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.3 Schedule a visit to farms for inspection	None	15 Minutes	<i>Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I Jay Ar M. Fontanilla P.C.T – I Ryan Kenneth G. Abrina P.C.W</i>
	1.4 Conduct field visit to conduct inspection to affected trees/plants and make recommendations	None	1 Day	<i>Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I Jay Ar M. Fontanilla P.C.T – I Ryan Kenneth G. Abrina P.C.W</i>
	TOTAL:	None	1 day 45 Minutes	

9. Provision of Livelihood Assistance.

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government to Fisherfolks			
Who may avail:	Fisherfolks			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Office of the Municipal Agriculturist				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

5. Submit request	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	15 Minutes	<i>Joenelyn S. Cacacha Bookbinder II</i>
	1.2 Review request and forward to program focal person	None	15 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.3 Check for the availability of livelihood materials	None	15 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I Chris Anthony F. Cabanig Aquaculture Tech. I</i>
	1.4 Conduct field visit to conduct inspection	None	1 Day	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I Chris Anthony F. Cabanig Aquaculture Tech. I</i>
	1.5 Schedule the release of livelihood assistance		30 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Ronald S. Galapin Engineer – I Mario F. Andao P.C.T – I Jose D. Rey Jr. II P.C.T – I Chris Anthony F. Cabanig Aquaculture Tech. I</i>
	TOTAL:	None	1 day 1 hour 15 minutes	

10. Provision of Tilapia fingerlings.

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government to Farmers/Fisherfolks			
Who may avail:	Fisherfolks			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Submit request	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	15 Minutes	<i>Chris Anthony F. Cabanig Aquaculture Tech. I Ariel L. Factor Agricultural Technologist Rico L. Ramos Admin Aide – I</i>
	1.2 Review request and forward to program focal person	None	15 Minutes	<i>Virginia D. Balderas Mun. Agriculturist</i>
	1.3 Check for the availability of fingerlings	None	15 Minutes	<i>Chris Anthony F. Cabanig Aquaculture Tech. I Ariel L. Factor Agricultural Technologist Rico L. Ramos Admin Aide – I</i>
	1.5 Schedule the release of fingerlings	None	20 Minutes	<i>Chris Anthony F. Cabanig Aquaculture Tech. I Ariel L. Factor Agricultural Technologist Rico L. Ramos Admin Aide – I</i>
	1.6 Release of tilapia fingerlings	None	45 minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Chris Anthony F. Cabanig Aquaculture Tech. I Ariel L. Factor Agricultural Technologist Rico L. Ramos Admin Aide – I</i>
	TOTAL:	None	1 hour 50 minutes	

11. Issuance of Auxiliary invoice.

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government to Farmers/Fisherfolks			
Who may avail:	Fisherfolks			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Submit request	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	15 Minutes	<i>Chris Anthony F. Cabanig Aquaculture Tech. I Ariel L. Factor Agricultural Technologist Rico L. Ramos Admin Aide – I</i>
	1.2 Review request and forward to program focal person	None	15 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.3 Conduct inspection of fish products to be transported	None	1 Hour	<i>Chris Anthony F. Cabanig Aquaculture Tech. I Ariel L. Factor Agricultural Technologist John Paul G. Rey Agriculturist – I John Carlo B. Andao Farm Worker</i>
	1.5 create Auxiliary invoice and ask the client to pay at the municipal treasurers office	Price will vary depends on the product to be transported	20 Minutes	<i>Collecting Officer Municipal Treasurers Office</i>
	1.6 Release of auxiliary invoice	None	45 minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Chris Anthony F. Cabanig Aquaculture Tech. I Ariel L. Factor Agricultural Technologist John Paul G. Rey Agriculturist – I John Carlo B. Andao Farm Worker</i>
	TOTAL:	None	1 hour 50 minutes	

12. Provision of training on Aquaculture/Mariculture.

The Office of the Municipal Agriculturist is mandated to Provide Maximum Assistance And Access To Resource And Production, Processing And Marketing of Agricultural And Marine Products.

Office/Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	Government to Farmers/Fisherfolks			
Who may avail:	Fisherfolks			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
			Office of the Municipal Agriculturist	
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Submit request	1.1 Receive and enter to the request logbook and report to municipal agriculturist	None	15 Minutes	<i>Chris Anthony F. Cabanig Aquaculture Tech I</i>
	1.2 Review request and forward to program focal person	None	15 Minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist</i>
	1.3 Check for the minimum requirements required for the training	None	1 Hour	<i>Chris Anthony F. Cabanig Aquaculture Tech I</i>
	1.4 Schedule the start of the training	None	45 minutes	<i>Hilarion R. Villareal OIC-Municipal Agriculturist Chris Anthony F. Cabanig Aquaculture Tech I</i>
	TOTAL:	None	1 hour 15 minutes	

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a Feedback?	<p>Answer the client feedback form and drop it at designated suggestion dropbox located at PACD Municipal Hall Building PACD-Legislative building</p> <p>Contact information : PLDT landline :048-7176548 Email Add: agricultureelnido@gmail.com</p>
How feedback are processed?	<p>Every Monday the public relation officer opens the suggestion drop box, then compiles that records and secures all feedback form submitted.</p> <p>Feedback requiring answers are forwarded to the relevant personnel concerned, and they are required to answer within 72 hours from the receipt of the feedback through Administrative Memorandum Order.</p> <p>The answer of the relevant personnel will then relayed to the citizen,</p> <p>For inquiries and follow-ups, clients may contact the following: Contact information: PLDT landline :048-7176548 EmailAdd:agricultureelnido@gmail.com lquadmr@gmail.com</p>
How to file a complaint?	<p>Answer the client complain form and drop it at the designated complaint drop box located at PACD Municipal Hall Building PACD-Legislative building.</p> <p>Complaints can also be filed via email. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident - Evidence - Contact no. of client for updates/feedback purposes <p>For inquiries and follow-ups, clients may contact the following: Contact information: PLDT landline :048-7176548 Globe landline:048-5508020 EmailAdd:lquadmr@gmail.com Mao Email Add: agricultureelnido@gmail.com</p>
Contact Information of CCB, PCC,ARTA	<p>ARTA: complaints@arta.gov.ph 84785093</p> <p>PCC: 8888</p> <p>CCB: 0908 881 6565(sms)</p>



OFFICE OF THE MUNICIPAL AGRICULTURIST PERSONNEL

Official Contact No: [0968-300-9335](tel:0968-300-9335)

Official Email: agriculturelnido@gmail.com

POSITION	NAME
OIC – Municipal Agriculturist	HILARION R. VILLAREAL
Engineer I	RONALD S. GALAPIN
Agriculturist I	ARIEL G. SABENACIO
Agriculturist I	JOHN PAUL G. REY
Agricultural Technologist	ARIEL L. FACTOR
Pest Control Technician I	MARIO F. ANDAO
Pest Control Technician I	JOSE D. REY JR. II
Pest Control Technician I	JOSEPH P. RODELLA
Pest Control Technician I	JAY AR M. FONTANILLA
Aquaculture Technician I	CHRIS ANTHONY F. CABANIG
Pest Control Worker	RYAM KENNETH G. ABRINA
Bookbinder II	JOENELYN S. CACACHA
Farm Worker I	WILMER V. CABATAC
Farm Worker I	JOHN CARLO B. ANDAO
Farm Worker I	DANNY D. YARA
Administrative Aide I	RICO L. RAMOS
Job Order 2	JUNITA S. ELEAZAR
Job Order 2	GENE N. FLORES
Job Order 2	DANIEL G. MAGANGO
Job Order 2	REGINE G. ROCES
Job Order 2	EUGENE Q. SEBIDO
Job Order 1	HELBERT L. BAGUNA
Job Order 1	JOHN RAYMOND G. BADAJOS
Job Order 1	NEIL JOSHUA GOMEZ
Job Order 1	JUNITO G. CASTRO
Job Order 1	ROY R. LAGROSA
Job Order 1	ALVIN S. PAGAR
Job Order 1	RAYMOND V. BILLONES
Job Order 1	DOMINADOR M. PENARANDA JR.